



## **TOWN OF HERNDON**

### **Parks and Recreation Department**

### **Rental Regulations for Facility Use**

### **Application and Contract**

Thank you for considering the Herndon Community Center and the Town of Herndon Parks and Recreation Department for your special event, function, or meeting. The Herndon Community Center has a selection of rooms to suit your rental needs. Our staff is available to help ensure an enjoyable, safe, and economical event.

This document includes general information, rental rules, fee information, specific information about the facility you are interested in renting, the rental application and contract.

#### **I. GENERAL INFORMATION**

1. *Facility Use Applications.* Submission of an application does not guarantee rental. Please allow up to 5 business days for approval. Notification of approval status will be made by mail or e-mail. Applications will be considered on a first come, first served basis. Following notification, reservations are officially confirmed upon receipt of the security deposit.
2. *Health Permits.* Food preparation occurring on site by caterers, renters selling prepared food items, or events open to the public require a separate food permit from the Fairfax County Health Department.
3. *Insurance.* All renters charging admission to their function, or a participant fee must provide a certificate of insurance naming the Town of Herndon as additionally insured. Other rentals may be required to provide proof of insurance. The town will advise you if and how much insurance is required. Satisfactory proof of insurance must be received 7 business days prior to the rental date.
4. *Inflatables and other amusements.* Inflatable amusements like moon bounces are not permitted. The use of hover boards, skateboards, roller blades and/or bikes inside the center are also prohibited.
5. *Damages, Accidents and Emergencies.* All damages, accidents and emergencies are to be reported to the Building Supervisor immediately. The Building Supervisor on duty will document all accidents and damages on a Town of Herndon incident report.
6. *Kitchen & Equipment Rentals.* There is a kitchen available for rent. If needed, it must be rented for the duration of the corresponding room rental. Likewise, equipment such as tables, chairs, a podium, and easels may be rented for the duration of the room rental.
7. *Age.* Applicant must be 18 years of age or older to rent a room at the Herndon Community Center. The applicant must be 21 years or older if there will be alcohol at the event. Identification will be required when dropping off application.



**TOWN OF HERNDON**  
**Parks and Recreation Department**  
**Rental Regulations for Facility Use**  
**Application and Contract**

## **II. RULES**

1. *Rental Times.* All rentals for the Community Center, to include clean up, must be concluded by 12am (midnight). You will be allotted 1 hour for set up free of charge for Community Room #1, Community Room #2 and the Gymnasium. You will be allotted 30 minutes for set up free of charge for the Arts & Crafts Room and Community Room #3. The setup time provided is the time immediately prior to the event start time. Should you need additional time to set up, this can be arranged for an additional fee. You will also be given 30 minutes of clean-up time, free of charge. Only the room(s) listed on the rental contract will be available for use.
2. *Supervision.* All rentals must follow the Herndon Community Center rules, policies and directions given by the Building Supervisor. Failure to follow directions may result in immediate termination of the event. Refunds will not be given if the event is terminated.

Children must be supervised at all times. Children should remain in the rooms rented and should not be playing in the lobby, hallways, other rooms or in the vending area.

You are required to provide a headcount for your rental. The rental must not exceed the headcount without permission of the Community Center Manager or designee. If your rental exceeds that number, the Herndon Community Center reserves the right to terminate the event either temporarily until the issue is fixed, or permanently. Headcount issues must be addressed immediately by the renter, or the rental agreement will be nullified, and the rental will be immediately terminated, with no refund given.

3. *Set Up.* Upon arrival the person whose name appears on the Rental Regulations for Facility Use, Application and Contract must identify themselves to the Building Supervisor and be present and in the building during the rental period.
4. *Facility Inspection.* The rental space must be inspected prior to and after use with the Building Supervisor on duty. Renters must sign a "Facility Inspection Report" upon the conclusion of the rental. The form indicates three conditions: Original Condition; Additional cleaning required; or Damages noted. Failure or refusal to sign this form may result in cancellation of future rentals. The renter is responsible for damages.
5. *Decorations.* Decorations and signs may be placed on the walls, or floors if adhered only with painters' tape. Decorations may not be secured with staples, nails, screws, glue, tacks or any other type of tape. Decorations may not be attached to the ceiling or ceiling tiles. Birthday candles and canned-heat fuel units are permitted. No other open flame is permitted in the building or on the property. Helium balloons must be pre-approved. Helium balloons are not permitted in the Gymnasium.
6. *Extending Rental Times.* Time extensions will not be granted on the day of the event. It is important to end your function on time to allow for proper clean up and inspection in order to avoid forfeiting your deposit.



**TOWN OF HERNDON**  
**Parks and Recreation Department**  
**Rental Regulations for Facility Use**  
**Application and Contract**

7. *Clean Up.* The renter is responsible for restoring the rental space to its original condition. Trash bags will be provided. Decorations must be taken down and placed in trash bags or immediately removed from the building. All other trash must be picked up and placed in trash bags and left next to the room entry way. Immediately alert the Building Supervisor of spills and accidents.
8. *Alcohol and Drugs.* No illegal drugs are allowed in the building or on the grounds. Alcohol is not permitted in any park. Alcohol is prohibited in the Community Center during its normal hours of operation. The use of alcohol during rentals must be pre-approved by separate application. Any usage of alcohol without prior approval will be cause for immediate termination of the event without a refund.
9. *Tobacco Products.* There is no smoking or other tobacco products allowed under penalty of law in the building but may be allowed in designated areas outside the facility. Vaping is not permitted.
10. *Restricted Areas.* No food or beverages are to be in the lobby or common areas of the facility unless otherwise approved prior to the event. Except for restroom usage, guests are expected to remain in the rental area. Loitering about or touring the Community Center is prohibited.
11. *Animals.* Only Service Animals are permitted in the Community Center.
12. *Safety.* The need for security and/or police support will be assessed with every rental application based on the number of attendees and whether alcohol will be available. The town may require the applicant to incur additional costs for security and/or police support to ensure public safety and compliance with applicable laws. All security and/or police support will be acquired by the town and expenses will remain the responsibility of the applicant.



**TOWN OF HERNDON**  
**Parks and Recreation Department**  
**Rental Regulations for Facility Use**  
**Application and Contract**

**III. RENTAL FEES**

1. *Payments.* Payment is accepted in cash, by check made out to the Town of Herndon or credit/debit card (VISA, MC, AMEX or Discover).
2. *Full Payment.* Payment in full is required within 30 days prior to the rental date.
3. *Security Deposit.* A security deposit is required to be paid in full within 3 days of being notified your application has been approved. Please see pricing sheet for further details on deposit amounts. All damage, additional time, and other outstanding charges due will be charged against the security deposit. The remainder of the deposit will be refunded to the renter. If the deposit is insufficient to cover damages, time, or other outstanding charges, renter will be billed the difference.

The security deposit will not be refunded if the rental is cancelled by the renter within 90 days of the rental date. If the Herndon Community Center must cancel your rental reservation, a full refund will be given.

4. *Rental Fee.* Rental fees are based on the size of the room and renters need for specific equipment and personnel that are available at the Community Center. Fees include room set up and break down of tables and chairs.
5. *Staffing Fee.* A mandatory staffing and custodial fee of \$40.00/hour will be charged for any rental time outside of the Herndon Community Center's regular operating hours.
6. *Safety Fee.* As determined by Community Center management, there may be a need for security or police support. All fees for additional security or police support will be added as needed.
7. *Cancellation and Refunds.* In the event of a cancellation within 90 days of the rental date, the security deposit will not be refunded. Cancellations prior to 90 days before the event will result in a full refund of the security deposit. There will be no refund for any rental cancelled within 30 days of the rental date. If the rental is cancelled any time prior to the event by the Herndon Community Center, a full refund will be issued. If the rental is terminated early for failure to abide by the terms and conditions of this contract or failure to follow the rules of the Community Center, a refund will not be issued.



# TOWN OF HERNDON

## Parks and Recreation Department

### Rental Regulations for Facility Use

### Application and Contract

#### 8. Room Rental Rates

<i><b>ROOMS</b></i>	<i><b>SIZE &amp; CAPACITY</b></i>	<i><b>RENTAL RATES</b></i>	<i><b>DEPOSIT / CANCEL FEE</b></i>	<i><b>EQUIPMENT AVAILABLE*</b></i>
Community Room #1	77' x 39' 3000 sq. ft. 180 persons	\$600 for the first <u>four-hours</u> \$125 each additional hour \$150 Cleaning Fee	\$200.00	<ul style="list-style-type: none"> <li>• Round Tables (for seating): \$5 each</li> <li>• Rectangular Tables (for food): \$5 each</li> <li>• Conference Chairs: \$1 each</li> <li>• Podium: \$30</li> <li>• Easels: \$10 each</li> <li>• Kitchen: \$25 per hour</li> </ul>
Community Room #2	37' x 28' 1000 sq. ft. 75 persons	\$150 for the first <u>two-hours</u> \$50 each additional hour \$50 Cleaning Fee	\$75.00	<ul style="list-style-type: none"> <li>• Round or Rectangular Tables: \$5 each</li> <li>• Folding Chairs: \$1 each</li> <li>• Podium: \$30</li> <li>• Easels: \$10 each</li> <li>• Kitchen: \$25 per hour</li> </ul>
Gymnasium	98' x 76' 7400 sq. ft. 350 Persons	\$1000 for the first <u>four-hours</u> \$145 each additional hour \$200 Cleaning Fee	\$300.00	<ul style="list-style-type: none"> <li>• Rectangular Tables: \$5 each</li> <li>• Folding Chairs: \$1 each</li> <li>• Podium: \$30</li> <li>• Easels: \$10 each</li> <li>• Kitchen: \$25 per hour</li> </ul>
Arts & Crafts Room**	32' x 18' 575 sq. ft. 35 Persons	\$60 for the first <u>two-hours</u> \$25 each additional hour	\$50.00	<ul style="list-style-type: none"> <li>• Room has five 5' x 3.5' tables that can be used at no charge</li> <li>• Extra rectangular tables: \$5 each</li> <li>• Classroom Chairs: \$1 each</li> <li>• Easels: \$10 each</li> <li>• Kitchen: \$25 per hour</li> </ul>
Community Room #3**	22' x 18' 400 sq. ft. 30 Persons	\$40 for the first <u>two-hours</u> \$17 each additional hour	\$40.00	<ul style="list-style-type: none"> <li>• Rectangular Tables: \$5 each</li> <li>• Folding Chairs: \$1 each</li> <li>• Easels: \$10 each</li> <li>• Kitchen: \$25 per hour</li> </ul>
Kitchen	NA	\$25 per hour	NA	<ul style="list-style-type: none"> <li>• Must be rented with another room and for the duration of that room rental</li> </ul>

In addition to the fees listed here, a staffing fee and safety fee may be required, see above.

\*The equipment listed under Equipment Available is the only equipment we have available in each room. Changes are not permitted without the approval of the Community Center Manager. Equipment fees include the set-up and removal of the equipment requested.

\*\* Rooms are only available during operating hours.

Phone: 703-435-6868  
Fax: 703-318-8652  
Herndon-va.gov

Herndon Community Center  
814 Ferndale Avenue  
Herndon, VA 20170



**TOWN OF HERNDON**  
**Parks and Recreation Department**  
**Rental Regulations for Facility Use**  
**Application and Contract**

**IV. Liability**

In consideration of being allowed to utilize the equipment and facilities referenced above, in addition to the payment of any fee, I hereby agree for myself, my heirs, my executors, administrators and assigns to waive all claims against, release, indemnify, defend, and hold harmless the Town of Herndon, its officials, supervisors, employees, instructors and agents (the "town") from any and all claims or liabilities for any injuries, disability, death, loss or damage to person or property, however caused, arising out of or connected with my use of the facilities and waive my ability to bring any legal action against the town.

As the renter, I hereby assume full responsibility for the acts and conduct of all persons admitted to said premises, or to any portion of the Community Center by my consent, or by or with consent of, or any person acting on my behalf. I agree to maintain order and protect persons and property.

**The individual signing the contract will be responsible for all fees and damages.**

**PLEASE READ:**

I have received a copy of, read, understand, and agree to abide all provisions established by the Town of Herndon's Parks and Recreation Department Rental Regulations for Facility Use Application and Contract. I will comply and accept responsibility for the actions of each person in my group.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please Print Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Alternative Number:** \_\_\_\_\_

**\*\*Approval is conditional upon payment of the security deposit. \*\***



# TOWN OF HERNDON

## Parks and Recreation Department

### Rental Regulations for Facility Use

### Application and Contract

**Name of Applicant** Mr. ☐ Mrs. ☐ Ms. ☐ \_\_\_\_\_

**Organization / Title** (is applicable) \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Alternate Phone Number** \_\_\_\_\_

**Address of Applicant** \_\_\_\_\_

(Street) (Apt #) (City) (State) (Zip Code)

#### Rooms Requested

Full Gym ( )  
 Large Meeting Room CR1 ( )  
 Medium Meeting Room CR2 ( )  
 Arts & Crafts Room ( )  
 Small Meeting Room CR3 ( )  
 Kitchen ( )  
 Other \_\_\_\_\_

#### Equipment Requested

(Additional charges apply – see price list)

Number of Round Tables (CR1 / 2 Only) \_\_\_\_\_  
 Number of Rectangle Tables \_\_\_\_\_  
 Number of Chairs \_\_\_\_\_  
 Easels 1\_\_\_\_ 2\_\_\_\_  
 Podium Yes \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event Stop Time: \_\_\_\_\_

An additional 30 or 60 minutes of setup time prior to the event will be included, depending on the room rented. An additional 30 minutes of clean up time is also included.

#### What type of event are you planning?

Public \_\_\_\_\_ or Private \_\_\_\_\_

\_\_\_\_ Meeting \_\_\_\_\_ Wedding Reception  
 \_\_\_\_ Retirement Party \_\_\_\_\_ Anniversary  
 \_\_\_\_ Graduation Party \_\_\_\_\_ Family Reunion  
 \_\_\_\_ Fund Raiser \_\_\_\_\_ Community Event  
 \_\_\_\_ Birthday Party – for what age birthday \_\_\_\_\_  
 \_\_\_\_ OTHER \_\_\_\_\_

#### Numbers Attending

Up to 15 \_\_\_\_\_  
 15 to 35 \_\_\_\_\_  
 35 to 75 \_\_\_\_\_  
 76 to 100 \_\_\_\_\_  
 101 to 150 \_\_\_\_\_  
 Over 150 \_\_\_\_\_

#### Ages Attending

All Ages \_\_\_\_\_  
 Preschool \_\_\_\_\_  
 Elementary \_\_\_\_\_  
 Middle School \_\_\_\_\_  
 High School \_\_\_\_\_  
 Adult \_\_\_\_\_

Estimated Number for over 150 people \_\_\_\_\_

#### Additional Questions

Will Alcohol be served? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Will there be food? Yes \_\_\_\_\_ No \_\_\_\_\_  
     Brought in \_\_\_\_\_  
     Prepared on site \_\_\_\_\_  
     Catered \_\_\_\_\_  
 Is there a fee to attend? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Advanced ticket sales? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Donations Accepted Yes \_\_\_\_\_ No \_\_\_\_\_

Phone: 703-435-6868  
 Fax: 703-318-8652  
 Herndon-va.gov

Herndon Community Center  
 814 Ferndale Avenue  
 Herndon, VA 20170



**TOWN OF HERNDON**  
**Parks and Recreation Department**  
**Rental Regulations for Facility Use**  
**Application and Contract**

**FOR OFFICE STAFF ONLY:**

DATE RECEIVED: \_\_\_\_\_

APPLICATION RECEIVED AND IDENTIFICATION CHECKED BY: \_\_\_\_\_

HOUSEHOLD ACCOUNT # \_\_\_\_\_ RESERVATION # \_\_\_\_\_

**PAYMENTS RECEIVED:**

Deposit \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Staff Signature \_\_\_\_\_

METHOD OF PAYMENT: CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ VISA \_\_\_\_\_ MC \_\_\_\_\_ DISC \_\_\_\_\_

Payment \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Staff Signature \_\_\_\_\_

METHOD OF PAYMENT: CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ VISA \_\_\_\_\_ MC \_\_\_\_\_ DISC \_\_\_\_\_

Payment \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Staff Signature \_\_\_\_\_

METHOD OF PAYMENT: CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ VISA \_\_\_\_\_ MC \_\_\_\_\_ DISC \_\_\_\_\_

**SPECIAL APPROVALS OR CONDITIONS:** Insurance Certificate \_\_\_\_\_ ABC Permit \_\_\_\_\_ Civic Group \_\_\_\_\_  
(list other approvals and conditions below, use back if necessary)

\*\*\*\*\*  
The above application has been reviewed and is: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*  
**STAFF ASSIGNMENTS:**

Supervisor \_ \_\_\_\_\_

Staff #2 \_\_\_\_\_

Staff #3 \_\_\_\_\_

Phone: 703-435-6868  
Fax: 703-318-8652  
Herndon-va.gov

Herndon Community Center  
814 Ferndale Avenue  
Herndon, VA 20170